



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 03/03/2015	Employee Requisition Number ER-15152	JOB OPPORTUNITY	
Title/Position: VENDOR LICENSING AGENT			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: OFFICE OF PUBLIC GAMING	Location: Okmulgee	Location Code: 33	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Vendor Licensing Agent shall be responsible for conducting vendor background investigations and ensuring licensing compliance with appropriate authorities.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Will be responsible for conducting background investigations on gaming, gaming related and non-gaming vendors and vendor employees. • Write investigative reports for Commissioner's review and licensing approval. • Insure compliance of IGRA as it relates to fingerprinting, background checks and applications for license. • Initiate background request to background company regarding vendor and vendor employees. • Examine all vendor gaming license applications for completeness. • Will submit fingerprint information to proper authorities. • Responsible for all correspondence to vendors regarding vendor licensing information including request for payment to process reports. • Will work closely with vendor and vendor employees. • Will be responsible for maintaining a database containing licensee information. • Printing licenses and badges as required. • Responsible for updating the weekly vendor registration list. • Shall perform other duties as assigned.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Associates degree 2. Minimum one-year experience working in area of criminal or background investigation. 3. Minimum 6 months of gaming experience. 4. Knowledge of NIGC regulations, State/Tribal compact and Muscogee (Creek) Nation Tribal gaming laws. 5. Experience may be substituted for education requirements.
Preferred Requirements:	<ol style="list-style-type: none"> 1. Bachelor's degree 2. Minimum two-year experience working in area of criminal or background investigation. 3. Minimum one year of gaming experience. 4. Knowledge of NIGC regulations, State/Tribal compact and



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

	Muscogee (Creek) Nation Tribal gaming laws. 5. Experience may be substituted for education requirements.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.